

Grandview Heights Public Library Job Opening Position Description

Job Title: Circulation/Youth Services Page
Department: Youth and Circulation Services
Pay Rate: \$8.19 per hour
Benefits: OPERS (Ohio Public Employees Retirement System)
Weekly Hours: 10-15 hours per week (averaged over a 4 week period)
Schedule: to be determined; will include weekdays, evenings and weekends

Purpose: Assists with the handling of materials in the Circulation and Youth Services Departments

Reporting Relationship: Reports to Youth and Circulation Services Managers

Duties and Responsibilities

- Locate, retrieve, and shelve library material
- Maintain neat appearance of shelves
- Performs shelf checks to ensure books are correctly shelved by title, author and number
- Collect items to fill requests
- Check in materials
- Empty internal and external book drops
- Unpack incoming deliveries from other libraries
- Organize and pack outgoing deliveries to other libraries
- Move book carts
- Follow directions and work independently
- Meet assigned schedule and attendance standards
- Perform building opening and/or closing tasks
- Assist with other related tasks as assigned

Knowledge, Skills and Abilities

- Ability to work independently
- Ability to put items in order alphabetically and numerically
- Ability read, write, and communicate effectively
- Basic computer skills

Education

- Some high school

Physical Requirements:

- Considerable mobility including, but not limited to, extensive periods of standing, walking, bending, sitting, lifting weights of up to 50 pounds, and pushing full book carts or containers

Please download and complete an [application](#).

***Submit completed application and cover letter to Eileen McNeil at emcneil@ghpl.org.
Applications received by July 18, 2016 will be given first priority. Grandview Heights Public
Library, 1685 West First Avenue, Columbus OH 43212.***